

ADMINISTRATIVE NOTES

U. S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

Vol. 2, No. 13

NOVEMBER 1981

NEW COMBINED SHIPPING LIST/CLAIM FORM

As of November 9, 1981, the new Depository Shipping List will make its appearance. A major innovation is that it serves as a "Combined Shipping List/Claim Form." Instructions on the use of the new form accompany the initial shipment. We are also reproducing these instructions in ADMINISTRATIVE NOTES. They are as follows:

INSTRUCTIONS TO DEPOSITORY LIBRARIES FOR USING COMBINED SHIPPING LIST/CLAIM FORM

(All claims for nonreceipt of publications listed on a Shipping List and selected by your Depository Library should be claimed in the following manner.)

- (1) Please indicate title/s being claimed by circling item number/s and classification number/s.
- (2) Signature of librarian authorizing claim should appear on line provided just above the mailing label.
- (3) On the return mailing label, clearly print or type the Depository Library number, the Shipping List number, and the Library name and address.
- (4) Please do not list any missing items on the return label.
- (5) Please do not use the return mailing label for any purpose other than claims.
- (6) Forward a copy of the Shipping List from which the titles are being claimed to the LIBRARY DIVISION (SLD) address provided.
- (7) Please make and retain a copy of the Shipping List from which you are claiming.

LSDS WORKSHOP UPDATE

Please note the choices available for the 1982 "GPO Orientation for Depository Librarians."

January - NO WORKSHOP	July - 21, 22, 23
February - NO WORKSHOP	August - 18, 19, 20
March - 22, 23, 24 - FULL	* September - 15, 16, 17
April - 14, 15, 16 - FULL	October - 20, 21, 22
May - 12, 13, 14 - FULL	November - 17, 18, 19
June - 16, 17, 18	December - NO WORKSHOP

* When the Fall meeting dates of the Depository Library Council to the Public Printer are announced, September's Workshop dates may be re-adjusted, if necessary, so as to occur the week immediately preceding the Council. This will enable many librarians to better justify travel requests.

Please submit requests for attendance in writing to the Director, Library and Statutory Distribution Service, 5236 Eisenhower Avenue, Alexandria, Virginia 22304, ATTENTION: Dianne Smith. Please also provide your business mailing address, Federal Depository Library Number, telephone number with area code, and a second choice of dates. Selection is on a first come request basis and is limited to fifteen participants per session. We do maintain a waiting list for those Workshops already full; if you would like to be placed on it, please so indicate, in your request. For further information, call the Director's Office at (703) 557-2050 and ask for Dianne Smith.

DEBATE TOPICS

Each year the Congressional Research Service compiles information on the National Debate Topic for High Schools, and the Intercollegiate Debate Topic. This information is distributed to depositories which select Item Numbers 996-A and 996, respectively. The 1981-1982 High School Topic, "How can the United States Elementary and Secondary Education Systems Best Be Improved?" went out November 3, 1981, on Shipping List number 16,533 (Y 1.1/3: 97-3). We have just been informed that the 1981-1982 Intercollegiate Debate Topic, "Should the Federal Government Significantly Curtail the Powers of Labor Unions in the United States?" will be off the press November 20, 1981. We hope to send it to depositories very shortly thereafter.

QUARTERLY SELECTION UPDATE

We are mailing item selections according to the August 1981, 3rd Quarter, computer printout updates. Please watch the Shipping List for any changes that your library initiated.

TELEPHONE NUMBER CHANGES

In ADMINISTRATIVE NOTES, Volume 2, number 11, September 1981, telephone numbers for Library and Statutory Distribution staff members were provided. Some numbers have been changed, a name added, and a name deleted.

Baldwin, Gil	(703) 557-1409	Section Chief, Classification and Cataloging Branch
McLean, Loche	(deleted - now with Department of the Army Library)	
Ott, Jean	(703) 557-1355	Section Chief, Classification and Cataloging Branch
Richter, Sally	(703) 557-1720	Subject Cataloging Specialist

WHERE IS HIGHLIGHTS?

Some faithful readers of PUBLIC DOCUMENTS HIGHLIGHTS have been asking for the latest issue. Later this month, or early next month, they will receive a special double number for October/December devoted to the Fall meeting of the Depository Library Council to the Public Printer. Watch for it!

PUBLIC AWARENESS STATEMENT

Our announcement in ADMINISTRATIVE NOTES, volume 2, number 11, September 1981, regarding the STATEMENT ON NEJINET GOVERNMENT DOCUMENT TASK GROUP'S PUBLIC AWARENESS CAMPAIGN IN NEW ENGLAND, brought them an avalanche of contacts. Because we are so impressed with this statement, it will appear in the forthcoming double number of PUBLIC DOCUMENTS HIGHLIGHTS. Hats off to NEJINET!

LATEST CENSUS INFORMATION

Latest update on the decennial census! As you know, we originally intended to offer a choice of microfiche or paper format for the distribution of most of the decennial census publications that were being issued in paper by Census. However, after examining the quality and size of type on the initial issue of PC80-1-A, Number of inhabitants, we are concerned that the quality of the microfiche would not be suitable for use. Thus, we have decided to distribute all Census publications in paper that the Bureau of the Census is issuing in paper, with the exception of the Block statistics maps. The series which will be distributed in microfiche only are PHC80-1, Block statistics (text and maps); PC80-1-D, Detailed population characteristics; and HC80-2, Metropolitan housing characteristics. All other Census publications for the decennial censuses of population and housing will be distributed to depositories in paper only.

SPECIAL OFFER

New publications vie for space with old ones at GPO. To help our situation we are making a special offer to depository libraries of bound CONGRESSIONAL RECORDS for 1976. Just circle below the parts that you need, and we will send them to your depository without charge.

1976 CONGRESSIONAL RECORD (Bound) Volume 122

Parts: 1 2 3 4 5 6 7 8 9 10 11

12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29

If you as a depository desire to receive this special offer, return this form properly marked with your library number and address to:

U.S. Government Printing Office
Library Division (SLIA)
5236 Eisenhower Avenue
Alexandria, VA 22304

PLEASE PRINT OR TYPE ADDRESS ON LABEL BELOW INCLUDING YOUR ZIP CODE

GPO Form 3451

U.S. GOVERNMENT PRINTING OFFICE
ASSISTANT PUBLIC PRINTER
(SUPERINTENDENT OF DOCUMENTS)
WASHINGTON, DC 20401

OFFICIAL BUSINESS

Penalty For Private Use
\$300

Depository Library No.

Name

Street address

City and State..... ZIP Code

POSTAGE AND FEES PAID
U.S. GOVERNMENT PRINTING OFFICE
377
PRINTED MATTER

SPECIAL OFFER

New publications vie for space with old ones at GPO. To help our situation we are making a special offer to depository libraries of volumes of the U. S. Code for 1976. Just circle below the volume that you need, and we will send them to your depository without charge.

1976 U.S. Code

Volumes: 1 2 3 4 5 6 7 8

9 10 11 12 13 14 15

16

If you as a depository desire to receive this special offer, return this form properly marked with your library number and address to:

U. S. Government Printing Office
Library Division (SLA)
5236 Eisenhower Avenue
Alexandria, VA 22304

PLEASE PRINT OR TYPE ADDRESS ON LABEL BELOW INCLUDING YOUR ZIP CODE

GPO Form 2451

U.S. GOVERNMENT PRINTING OFFICE
ASSISTANT PUBLIC PRINTER
(SUPERINTENDENT OF DOCUMENTS)
WASHINGTON, D.C. 20401

OFFICIAL BUSINESS

Penalty For Private Use
\$300

Depository Library No.

Name

Street address

City and State..... ZIP Code

POSTAGE AND FEES PAID
U.S. GOVERNMENT PRINTING OFFICE
377
PRINTED MATTER

